



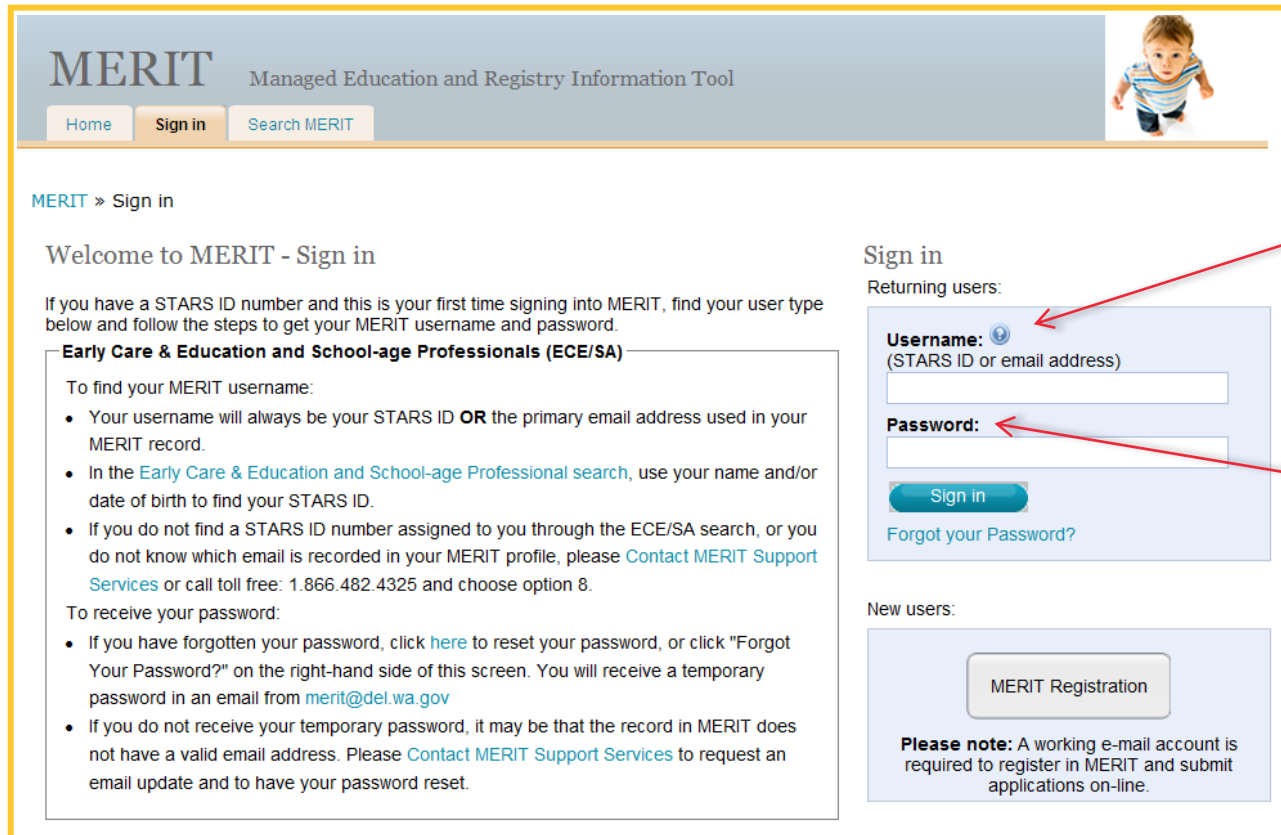
Early Achievers Registration – The Step-by-Step Guide

Six easy steps to complete and submit your Early Achievers Registration in MERIT

The Managed Education and Registry Information Tool (MERIT) is operated by the Washington State
Department of Early Learning



Step 1: Log into your MERIT account at merit.del.wa.gov



The screenshot shows the MERIT login page. At the top, there is a header with the MERIT logo and the text 'Managed Education and Registry Information Tool'. Below the header are three buttons: 'Home', 'Sign in', and 'Search MERIT'. To the right of the header is a small image of a child. Below the header, there is a section titled 'MERIT » Sign in'. Under this, there is a heading 'Welcome to MERIT - Sign in' and a paragraph explaining that users should find their user type below and follow the steps to get their MERIT username and password. There are two main sections: 'Early Care & Education and School-age Professionals (ECE/SA)' and 'New users:'. The 'Early Care & Education and School-age Professionals (ECE/SA)' section contains instructions on how to find the MERIT username and password, including a list of steps. The 'New users:' section contains a 'MERIT Registration' button and a note that a working e-mail account is required to register in MERIT and submit applications on-line. On the right side of the page, there is a 'Sign in' section for returning users. It has two input fields: 'Username: (STARS ID or email address)' and 'Password:'. Below these fields are two buttons: 'Sign in' and 'Forgot your Password?'. Red arrows point from the text 'To find your username and password:' to the 'Username:' and 'Password:' fields. Another red arrow points from the text 'A. Username: Your username will always be either your STARS ID or the primary e-mail address recorded in your MERIT record.' to the 'Username:' field. A third red arrow points from the text 'B. Password: If you have forgotten your password, you may reset it. To do this, click on "Forgot Your Password?" and follow the instructions.' to the 'Forgot your Password?' button.

MERIT Managed Education and Registry Information Tool

Home Sign in Search MERIT

MERIT » Sign in

Welcome to MERIT - Sign in

If you have a STARS ID number and this is your first time signing into MERIT, find your user type below and follow the steps to get your MERIT username and password.

Early Care & Education and School-age Professionals (ECE/SA)

To find your MERIT username:

- Your username will always be your STARS ID **OR** the primary email address used in your MERIT record.
- In the [Early Care & Education and School-age Professional search](#), use your name and/or date of birth to find your STARS ID.
- If you do not find a STARS ID number assigned to you through the ECE/SA search, or you do not know which email is recorded in your MERIT profile, please [Contact MERIT Support Services](#) or call toll free: 1.866.482.4325 and choose option 8.

To receive your password:

- If you have forgotten your password, click [here](#) to reset your password, or click "Forgot Your Password?" on the right-hand side of this screen. You will receive a temporary password in an email from merit@del.wa.gov
- If you do not receive your temporary password, it may be that the record in MERIT does not have a valid email address. Please [Contact MERIT Support Services](#) to request an email update and to have your password reset.

Sign in

Returning users:

Username: (STARS ID or email address)

Password:

Sign in

[Forgot your Password?](#)

New users:

MERIT Registration

Please note: A working e-mail account is required to register in MERIT and submit applications on-line.

To find your username and password:

A. Username: Your username will always be either your STARS ID or the primary e-mail address recorded in your MERIT record.

B. Password: If you have forgotten your password, you may reset it. To do this, click on "Forgot Your Password?" and follow the instructions.

Step 2: Accessing the Early Achievers Tab

The screenshot shows the MERIT web application interface. At the top, there is a navigation bar with links for Home, News, My Record, **Provider** (highlighted with an orange circle), Applications, Search MERIT, and Logout. The user is logged in as helena@bc.net. The main content area is titled "MERIT » Provider" and "Provider Details". It contains information about the "EARLY CHILDHOOD CENTER" and a "Child Care Check" link. Below this, there is a table with provider details:

Provider ID		Licensed Capacity	66 children
Facility Type	Child Care Center	Ages Served	From 1 month To 12 years
Initial License Date		Current License Status	Open
Anniversary Date	2/11/2012	DEL Licenser	
License Expires	2/10/2015	DEL Licenser Phone	

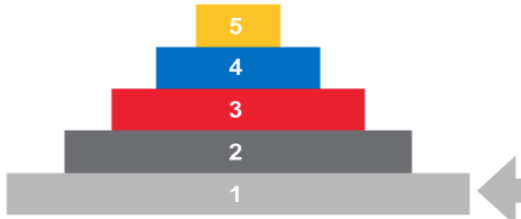

Below the table, there are three sub-tabs: "Employees Information", "Account Management", and **Early Achievers** (highlighted with an orange circle). The "Early Achievers" sub-tab is active, showing a pyramid diagram with five levels (1 to 5) and a text box stating: "YOU ARE CURRENTLY CONSIDERED LEVEL 1." The text box explains that Level 1 is Licensing or Certification that includes all child care centers and family child care, military, tribal, Head Start and ECEAP, and other state-funded programs. It also mentions that to reach QRIS Level 2, the user must attend an Early Achievers Orientation.

Once you have entered an employment record and facility registration in MERIT, call your licenser to have them approve your facility registration. You should then see the Provider Tab. Under the provider tab click the sub tab titled Early Achievers*.

*If you do not see the sub tab for Early Achievers, please make sure that your license is in good standing and check what phase of the roll-out your county will be able to begin participating in Early Achievers.

Step 2: Accessing the Early Achievers Tab (continued)

[Employees Information](#) [Account Management](#) [Early Achievers](#)



YOU ARE CURRENTLY CONSIDERED LEVEL 1.

Level 1 is Licensing or Certification that includes all child care centers and family child care, military, tribal, Head Start and ECEAP, and other state-funded programs. Level 1 facilities must meet the health and safety standards set by licensing or other certification.

To reach QRIS Level 2 you must attend an Early Achievers Orientation. Orientations will be held in each region, please contact your local resource and referral office for the next available orientation opportunity. Once you have attended orientation, you can complete the Early Achievers Registration on this page.

Quality Rating Improvement System (QRIS) Applications

Early Achievers Registration Use this application to register for participation in Level 2 of Early Achievers, Washington's voluntary Quality Rating and Improvement System (QRIS). Early Achievers is currently available in the following counties: Adams, Asotin, Clallam, Clark, Columbia, Cowlitz, Garfield, Grant, Jefferson, King, Kitsap, Kittitas, Klickitat, Pend Oreille, Pierce, Skamania, Spokane, Stevens, Wahkiakum, Walla Walla, Whitman, Yakima

Early Achievers Application for Level 2 Use this application to complete Level 2 of Early Achievers, Washington's Quality Rating and Improvement System. Links to the required online training modules and online self-assessments are available in this application.

Early Achievers Request for On-Site Evaluation Use this application to apply for an on-site evaluation for Levels 3-5 of Early Achievers.

QRIS Contact Information

Name of Primary QRIS Contact: Helena Bonham-Carter **email:** helena@bc.net
Role within the Program: Child Care Center Director **Phone:** (509)509-5099

Optional
Name of Secondary QRIS Contact: **email:**
Role within the Program: **Phone:**

- A.** The Primary QRIS Contact must be the designated child care center director or family child care primary provider. The Primary QRIS Contact will represent your facility during the quality improvement process and is responsible for attending the trainings, overseeing self-assessments, and making the request for on-site evaluation.
- B.** You may list a Secondary QRIS Contact who can also represent your program during the quality improvement process. You can designate the Secondary QRIS Contact as the person who will attend the trainings, but keep in mind that the same person must attend all trainings in order for the requirement to be met.

Once you are finished please click on the blue highlighted Early Achievers Registration link located mid-way down the page.

Step 3: Early Achievers Registration, Program Information

MERIT » Applications » Early Achievers Registration

1 2 3 4
Program Information Facility Information Facility Demographics Review & Submit

Cancel Next ➔

Program Information

Name: EARLY CHILDHOOD CENTER
License Number:
Facility Type: Child Care Center
Address: Helena Bonham-Carter
123 Any Street
Federal Way, WA 980923
County:
Phone: (509)509-5099

Do you also operate any of the following programs at this facility?

Facility Program	Grantees/Contractors
<input type="checkbox"/> American Indian/Alaska Native Early Head Start	Please Select
<input type="checkbox"/> American Indian/Alaska Native Head Start	Please Select
<input type="checkbox"/> Early Childhood Education & Assistance Program (ECEAP)	Please Select
<input type="checkbox"/> Early Head Start	Please Select
<input type="checkbox"/> Head Start	Please Select
<input type="checkbox"/> Migrant/Seasonal Head Start	Please Select

Contact Information

Name of Primary QRIS Contact: Helena Bonham-Carter email: helena@bc.net
Role within the Program: Child Care Center Director Phone: (509)509-5099

Optional

Name of Secondary QRIS Contact: email:
Role within the Program: Phone:

Cancel Next ➔

In Early Achievers Registration Step 1: Program Information, if you currently serve any children through the listed programs, please check the box and select the Grantee/Contractor that you work with. If you do not serve any of these facilities please leave blank.

Click “next”.

Step 4: Early Achievers Registration, Facility Information

In Early Achievers Registration Step 2: Facility Information, please answer the questions under program schedule and children served.

MERIT » Applications » Early Achievers Registration

1 Program Information 2 Facility Information 3 Facility Demographics 4 Review & Submit

Back Cancel Next

Program Schedule

Please select all that apply (check at least one box on each line):

☐ Full Day (more than 5 hours) ☐ Part Day (less than 5 hours) ☐ 24 hours

☐ Full Year ☐ Part Year (Example: June to September)

Children Served

How many children are you approved to serve (ex. Licensed capacity)? Do not include dedicated school-age slots (6-12 years).

How many Head Start and/or Early Childhood and Education Assistance Program (ECEAP) slots are you approved to serve?

Ages Served. Please check all that apply:

☐ Check/Uncheck All

☐ Infant (0-11 months) ☐ Toddler (12-29 months) ☐ Pre-School (30 months - 5 years)

Total number of children from ages 0 through 5 years currently enrolled:

Total number of teaching staff:

Total number of classrooms:

Classrooms

List classrooms by age range and capacity.

+ Click here to add a Classroom

Classroom Name	Age Range Served	Number of Children	Number of Teaching Staff	Head Start	ECEAP	Delete	Edit
No Records Found							

Back Cancel Next

- A. Under the question “How many children are you approved to serve (ex. Licensed capacity)? Please be sure to only include slots for children ages 0-5.
- B. For the purposes of QRIS, “teaching staff” refers to lead teachers and assistant teachers/aides who are assigned to one room or one group of children for the majority of the day.
- C. A classroom may be defined as one room or one group of children under the supervision of an assigned lead teacher. Classrooms should align with licensing rules for staff to child ratios and maximum group sizes.

Step 4: Early Achievers Registration, Facility Information (continued)

The screenshot shows a web form titled "Classroom Information". It contains the following fields and controls:

- Classroom Name:
- Number of Children:
- Number of Staff:
- Head Start: ☐
- Early Childhood and Education Assistance Program (ECEAP): ☐
- Age Range section with a dropdown menu labeled "Please Select".
- Buttons: "Cancel", "Save", and "Add Another".

Two red arrows point from callout boxes to the form:

- Arrow A points to the "Head Start" checkbox.
- Arrow B points to the "ECEAP" checkbox.

A. Please indicate if this classroom operates Head Start.

B. Please indicate if this classroom operates ECEAP.

After you Click the + sign to add a classroom, fill out the information requested and select “save” if you are done or “add another” if you have more classrooms to add.

Please note Family Child Care providers need to only add once classroom and select the age range choice “Family Home Environment.”

Once you are done adding classrooms click “next” to move to Step 3: Facility Demographics.

Step 5: Early Achievers Registration, Facility Demographics

MERIT » Applications » Early Achievers Registration

1 Program Information 2 Facility Information 3 Facility Demographics 4 Review & Submit

← Back Cancel Next →

Facility Demographics

Please indicate which of the following characteristics for each category best describe your program.

Corporate Structure:

What best describes your facility location?

Does your program receive any of the following types of public funding?

☐ Child and Adult Care Food Program ☐ Child Care Subsidies ☐ Early Head Start ☐ ECEAP
☐ Head Start ☐ No Public Funding ☐ Other public funds

If Other:

How many children enrolled in your program receive need-based financial assistance to attend your program through scholarships, sliding fee scales, or public subsidies?

Do any currently enrolled children have an IEP/IFSP for diagnosed special needs? ☐ Yes ☐ No

Primary language spoken in your facility (between provider and children)? If Other:

Secondary language spoken in your facility (between provider and children)? (optional) If Other:

Do you serve special populations? (optional)

☐ Foster Children ☐ Homeless Families ☐ Migrant Workers ☐ Military Families
☐ Teen Parents ☐ Other

If Other:

Is your program currently accredited by a nationally recognized early childhood accrediting body? (optional)

☐ American Montessori Society (AMS) ☐ National Accreditation Commission for Early Care and Education Programs (NAC) ☐ National AfterSchool Association (NAA) ☐ National Association for Family Child Care (NAFCC)
☐ National Association for Family Child Care (NAFCC) ☐ National Association for the Education of Young Children (NAEYC) ☐ National Association for the Education of Young Children (NAEYC) ☐ Other

If Other:

← Back Cancel Next →

Early Achievers Registration Step 3: Facility Demographics.

- A. For the question, “Does your program receive any of the following types of public funding?” You will need to select “No Public Funding” if none of the other options apply.
- B. For the question, “Do any currently enrolled children have an IEP/IFSP for diagnosed special needs?” If you select yes a table will appear for you to report information regarding specific children you serve. (Please see page 9 of this guide for more detailed instructions.)
- C. Accreditation is a process by which a program is certified as meeting certain standards by a national association. In order to be considered “currently accredited” you should have evidence in the form of a non-expired accreditation certificate, issued by the accrediting body.

Step 5: Early Achievers Registration, Facility Demographics (continued)

Do any currently enrolled children have an IEP/IFSP for diagnosed special needs? ☒ Yes ☐ No

If Yes, how many? Please count each child only once, listing them under their primary diagnosis:

Special Need	Number of Children
<input type="checkbox"/> ADHD/ADD	<input type="text"/>
<input type="checkbox"/> Autism, Spectrum disorders	<input type="text"/>
<input type="checkbox"/> Behavioral	<input type="text"/>
<input type="checkbox"/> Down Syndrome	<input type="text"/>
<input type="checkbox"/> Hearing Impairment	<input type="text"/>
<input type="checkbox"/> Learning Disabilities	<input type="text"/>
<input type="checkbox"/> Maintenance Care Diseases (Diabetes, HIV)	<input type="text"/>
<input type="checkbox"/> Mentally Disabled/Developmentally Delayed	<input type="text"/>
<input type="checkbox"/> Neurological Disorders	<input type="text"/>
<input type="checkbox"/> Orthopedic Handicaps	<input type="text"/>
<input type="checkbox"/> Speech & Language Disorders	<input type="text"/>
<input type="checkbox"/> Visual Impairment	<input type="text"/>
<input type="checkbox"/> Other <input type="text"/>	<input type="text"/>

For the question, “Do any currently enrolled children have an IEP/IFSP for diagnosed special needs?”

Please only report children that have a diagnosed special need and have an IEP/IFSP.

Please count each child only once, listing them under their primary diagnosis.

Once you have completed Step 3: Facility Demographics please select “next”.

Step 5: Early Achievers Registration, Review & Submit

MERIT » Applications » Early Achievers Registration

1 2 3 4

Program Information Facility Information Facility Demographics Review & Submit

← Back Cancel

Review/Edit Data

Program Information [View/Edit Information](#)

Name: EARLY CHILDHOOD CENTER
License Number:
Facility Type: Child Care Center
Address: Helena Bonham-Carter
123 Any Street
Federal Way, WA 980923
County:
Phone: (509) 509-5099

Facility Programs:

Contact Information [View/Edit Information](#)

Name of Primary QRIS Contact: Helena Bonham-Carter email: helena@bc.net
Role within the Program: Child Care Center Director Phone: (509)509-5099

Optional
Name of Secondary QRIS Contact: email:
Role within the Program: Phone:

Facility Information [View/Edit Information](#)

Program Schedule
Full Day (more than 5 hours), Full Year

Children Served
How many children are you approved to serve (ex. Licensed capacity)? 10
Ages Served: Pre-School (30 months - 5 years)
Total number of children from ages 0 through 5 years currently enrolled: 10
Total number of teaching staff: 1
Total number of classrooms: 1

Classrooms

Classroom Name	Age Range Served	Number of Children	Number of Teaching Staff	Head Start	ECEAP
Preschool	Pre-School (30 months - 5 years)	10	1	<input type="checkbox"/>	<input type="checkbox"/>

Do the staff members listed above have MERIT accounts?

Facility Demographics [View/Edit Information](#)

Corporate Structure: Private Business (for profit)
What best describes your facility location? Urban
Does your program receive any of the following types of public funding? Child and Adult Care Food Program, Child Care Subsidies
How many children enrolled in your program receive need-based financial assistance to attend your program through scholarships, sliding fee scales, or public subsidies? 10
Do any currently enrolled children have any of the following diagnosed special needs? No
Primary language spoken in your facility (between provider and children)? English
Secondary language spoken in your facility (between provider and children)? (optional) American Sign Language
Do you serve special populations? (optional) Foster Children
Is your program currently accredited by a nationally recognized early childhood accrediting body?(optional)

Applicant Assurances

The information I provided is true and accurate. I authorize the Department of Early Learning (DEL) to enter this information into the Managed Education and Registry Information Tool (MERIT), a secure system owned and operated by DEL. I agree to and understand that:

☐ I understand that my participation in Early Achievers is voluntary.
☐ I have read, fully understand, and will abide by the Early Achievers Operating Guidelines.

Signature: I, _____, affirm that the information on this application and the supplemental documentation provided are true and correct to the best of my knowledge.
Date: 6/28/2012

Submit
← Back Cancel

In Early Achievers Registration Step 4: Review & Submit please review your answers and ensure that the information is correct.

After you have reviewed your application you will be asked to complete the applicant assurances box.

It will ask you:

- ☐ I understand that my participation in Early Achievers is voluntary.
- ☐ I have read, fully understand, and will abide by the Early Achievers Operating Guidelines.

As a signature it will ask you to type in your full name as it appears in MERIT and enter today's date.

Then click "submit".

Step 6: Early Achievers Registration, Confirmation

MERIT Managed Education and Registry Information Tool

Home News My Record Provider **Applications** Search MERIT Logout

MERIT » Applications » View Application

[Back](#) [Print](#)

Congratulations, you are now registered to begin Level 2 activities. You will receive an email confirmation with guidance for getting started on Level 2 activities and contact information for your QRIS regional coordinator.

Please print this confirmation for your records.

Contact Information

Name of Primary QRIS Contact: Helena Bonham-Carter email: helena@bc.net
Role within the Program: Child Care Center Director Phone: (509)509-5099

Optional

Name of Secondary QRIS Contact: email:
Role within the Program: Phone:

Program Information

Name: EARLY CHILDHOOD CENTER

License Number:

Facility Type: Child Care Center
Address: Helena Bonham-Carter
123 Any Street
Federal Way, WA 980923
County:
Phone: (509) 509-5099

Facility Programs:

Facility Information

Program Schedule
Full Day (more than 5 hours), Full Year

Children Served

How many children are you approved to serve (ex. Licensed capacity)? 10
Ages Served: Pre-School (30 months - 5 years)
Total number of children from ages 0 through 5 years currently enrolled: 10
Total number of teaching staff: 1
Total number of classrooms: 1

Classrooms

You will now see a confirmation screen and have the opportunity to print the confirmation letter for your records.

You now have access to Early Achievers Application for Level 2 under the Provider tab/ Early Achievers sub tab. You may begin Level 2 activities at this time.

**Please note as a security feature MERIT automatically logs out after 30 minutes of inactivity. It is suggested that you write your facility profile responses for the Application for Level 2 in a Word document and then copy/paste them into the Application when they are finished to avoid losing your work. **

Questions? Please Contact: QRIS@DEL.WA.GOV